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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <b>October 29, 1976</b>	1. Agency Address <b>Dept. of Administrative Services Fiscal Services Division Treasury and Cash Management Section 116 Mithbell Street R 445 Atlanta, Georgia 30303</b>	Application Number <b>76-337</b>	
Application Number		Date Received <b>NOV 12 1976</b>	Date Completed <b>DEC 1 1976</b>
2. Person to Contact <b>Nancy Ragan</b>		Working Title <b>Accountant II</b>	
		Telephone Number <b>656-2168</b>	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <b>FY72</b> Latest <b>Present</b>		5. Records Series Title (followed by title used in office, if different) <b>Investments Maturity Date File</b>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <b>FISCAL DIVISION - Administers Self-Insurance of State Property and Liability, Workmen's Compensation for State employees, Treasury and Cash Management of State Funds, and accounting and payroll systems design through Fiscal Services.</b> <b>TREASURY AND CASH MANAGEMENT SECTION - Receipts, disburses to agencies and invests State General Fund and Revenue Sharing monies. Federal Funds receipted and disbursed include Letter of Credit, Department of Transportation reimbursement, National Flood Control Fund and National Forest Reserve Fund. Receipt and disburse various Trust Funds. Provide accounting services and records for Superior Court appropriation, primarily payroll, attendant retirement systems and travel. Insure eligibility of municipalities for and disburse Grants to Municipalities and Counties.</b>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <b>Maturing of investments.</b>  Included are: <b>Notebook typed sheets, listing maturity date, bank holding the investment, interest due on investment and Certificate of Deposit number.</b>  File is arranged: <b>Chronologically by maturity date.</b>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>2</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

## Back up material for investments.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,
- ☒ Hold in the current files area \_\_\_\_\_ month(s) or 1 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 1 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

After investment maturity and audit information not valuable.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Don Manley</i>	11/16/76	<i>Laura J. Hochstetler</i>	11/2/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>[Signature]</i> 11-29-76
		Secretary of State/Designee	<i>Carroll Hart</i> 11-24-76
		Attorney General/Designee	<i>[Signature]</i> 11-30-76